

ARTS EDUCATION ANNUAL PROJECT Application



ARTS EDUCATION ANNUAL PROJECT

Application

Neatly *handwrite or type in 12-point font*. Answer all required narrative questions and attach the completed budget and checklist. Applicant should read *Guidelines for current grant program information/eligibility*.

Applicant Organization/School District _____

Contact Name _____ Title _____

Address _____ P.O. Box _____

City _____ State _____ Zip _____

County _____ Phone _____

E-mail _____ Cell _____

Website _____ Fax _____

Applicant is acting as a fiscal agent ☐ yes ☐ no

We are located in State Legislative District _____ and in U.S. Congressional District 1 ☐ or District 2 ☐
to find this information go to idahovotes.gov

Is yours a nonprofit organization? ☐ yes ☐ no Number of years doing business in Idaho _____

Official IRS Name _____

DUNS# (required) _____ Federal Tax ID# (required) _____

to obtain a DUNS#, go to <http://fedgov.dnb.com/webform>

If you have received a grant or award, did you submit the required final report? ☐ yes ☐ no

Project Site/School _____

Project Coordinator _____ Title _____

Address _____ P.O. Box _____

City _____ State _____ Zip _____

County _____ Phone _____

E-mail _____ Fax _____

Project Start Date _____

Projects cannot begin until 3 weeks after deadline

Total Cost of Project _____

Project End Date _____

Amount Requested _____

Write a short summary of your project in the space below.

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the Legal Requirements of accepting this grant.

Applicant/Project Coordinator _____

Date _____

Authorizing Official (person able to legally obligate the applicant) _____

Date _____

ARTS EDUCATION ANNUAL PROJECT

Budget

Neatly handwrite or type in 12-point font. Complete all fields. Round to nearest dollar.

Applicant Organization/School District _____

List expenses and revenue that directly relates to the cost of the project described in the application.

EXPENSES

Amount \$

PROFESSIONAL SERVICES			
Teaching Artist/Consultant Fee (#hrs x \$rate)			
Artist/Consultant Planning Fee (#hrs x \$rate)			
Visiting Artist Fee			
ORGANIZATIONAL/SOCIAL WORK (Title) (salaries for school personnel are not eligible)	(annual salary)	(% time on project)	
OTHER EXPENSES			
Lodging			
Travel (airfare or mileage)			
Supplies (attach itemization)			
Evaluation			
Space/Facilities/Equipment Rental			
Postage/Printing			
Other			
TOTAL EXPENSES			

PROJECT REVENUES

Cash	
Government Support	
Other Revenue	
Revenue Subtotal	
In-Kind Contributions*	
TOTAL REVENUES (Revenue Subtotal + In-Kind Contributions)	

ICA GRANT REQUEST

TOTAL PROJECT REVENUE

(Total Revenues + ICA Grant Request)

Required cash match and/or in-kind ratio 1:1 (example: request of \$10,000 would be matched by at least \$10,000). Request limited to 50% of total project expenses and should not exceed the maximum allowable request of the grant category.

*In-kind contributions are goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses. Include an itemization of in-kind contributions.

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Narrative

*Submit a clear and concise narrative of **up to four pages** that directly responds to the questions below. Number, repeat the question, and answer in order. Refer to the evaluation criteria as you write your narrative and select your support materials.*

1. Briefly describe organization or school and the project for which funds are sought (one-half page).
 - Include its mission, programs and services, and the community it serves.
 - If this is a collaboration, please identify which organization is the lead applicant and how you will work together to accomplish stated outcomes.
2. What are the NEEDS of the population you serve in Idaho?
 - Describe the populations expected to benefit from the project. Specify the audience, the number of participants, and how will they be chosen.
 - How does your project serve these needs?
 - To what extent will underserved or special populations be included?
3. What is the IMPACT of your work?
 - Identify what you would like participants to know or be able to do as an outcome of your project.
 - How will your project provide opportunities for students to think creatively?
 - Identify the specific Idaho Humanities Goals and Objectives and/or 21st Century Skills addressed through your chosen learning targets.
4. How will you collect EVIDENCE of impact/student learning?
 - What format will you use for telling your powerful story?
 - How have you used past assessment data to refine your desired outcomes or learning activities?
 - How will the impact of your work with students be disseminated to wider audiences, such as parents, funders, school personnel, or other stakeholders?
5. Describe the project activities.
 - How will you build interest and curiosity before the project begins?
 - What learning activities are planned to help students achieve the project's anticipated outcomes?
 - What do you want students to think about? (Big ideas or essential understandings?)
 - What individual artists, educators, or consultants will be involved including their roles, qualifications, and responsibilities?
 - Include lesson plans or learning guides.
 - Include a timeline or schedule of the learning sequence.
 - Describe how supplies, eligible equipment, space, and facility requirements will be met.

Quickfunds

ARTS EDUCATION ANNUAL PROJECT

Checklist

You should include all items on the checklist. Missing items may affect your score. Be sure to use the correct form and carefully check project start and end dates. Be sure to read [Application Instructions](#), [Eligibility Requirements for Organizations](#), and [Preparing Work Samples](#).

Applicant Organization/
School District _____

Date _____

INCLUDE THE CHECKLIST PLUS:

- ☐ completed application form
- ☐ completed budget form
- ☐ up to four-page response to narrative questions
- ☐ list of project's key personnel and planning or advisory committee members, including their role, professional expertise, and affiliation
- ☐ résumés for key non-school personnel, artists, and consultants
- ☐ three or four letters of support
- ☐ **work samples for non-rostered artists, key partners, or organizations**
*Work samples demonstrate the quality of artists and services. They include images, manuscripts, audio, video, or other documentation. **No more than 10.** Include the Work Samples form or an equivalent list.*
- ☐ **support materials**
*Support materials strengthen your application. They might include brochures, articles, workshop information, letters of acceptance, a schedule of activities, letters of support from a school principal or community partners, curriculum guides, or examples of past student work that demonstrate artistic and educational quality. **No more than 5.***
- ☐ an adequately-sized, self-addressed stamped mailer, if you want work samples returned.

Note: Rostered artists are those included in the ICA Directory of Teaching Artists